

## How to Create an Additional User for Barracuda CloudGen WAN

<https://campus.barracuda.com/doc/91987479/>

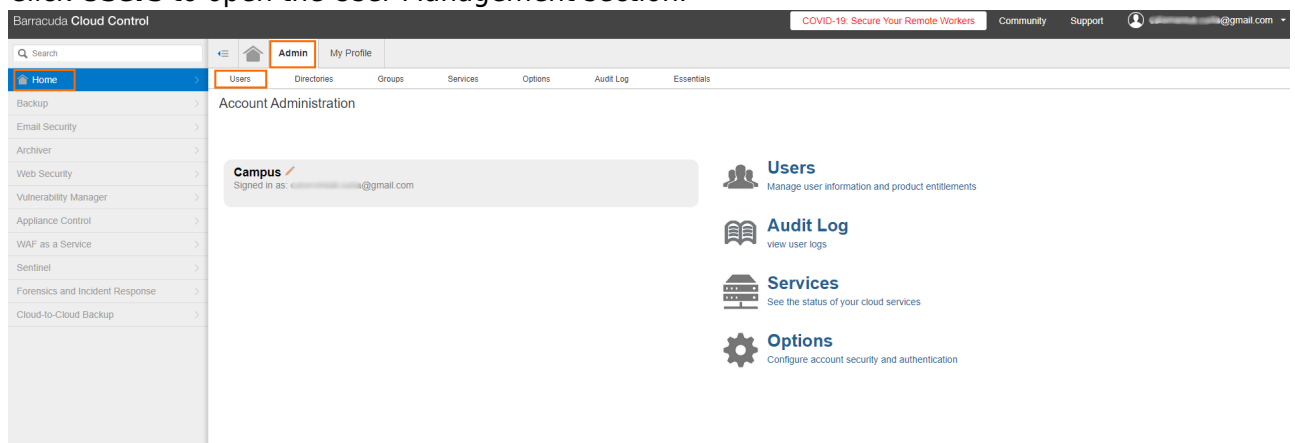
You can create additional users in your Barracuda Cloud Control account to allow them access to the Barracuda CloudGen WAN.

### Before You Begin

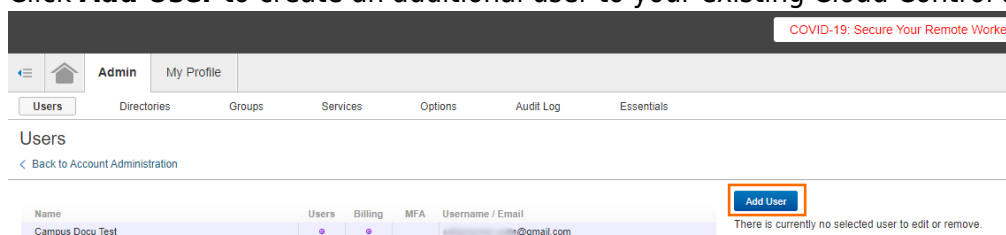
- Create a Barracuda Cloud Control account. For more information, see [How to Create a Barracuda Cloud Control Account for Barracuda CloudGen WAN](#).

### Step 1. Create an Additional User in Your Barracuda Cloud Control Account

1. Go to <https://login.barracudanetworks.com/> and log in with your existing Barracuda Cloud Control account.
2. Click **Home** in the left menu.
3. Click **Admin** to go to the Account Administration section.
4. Click **Users** to open the User Management section.

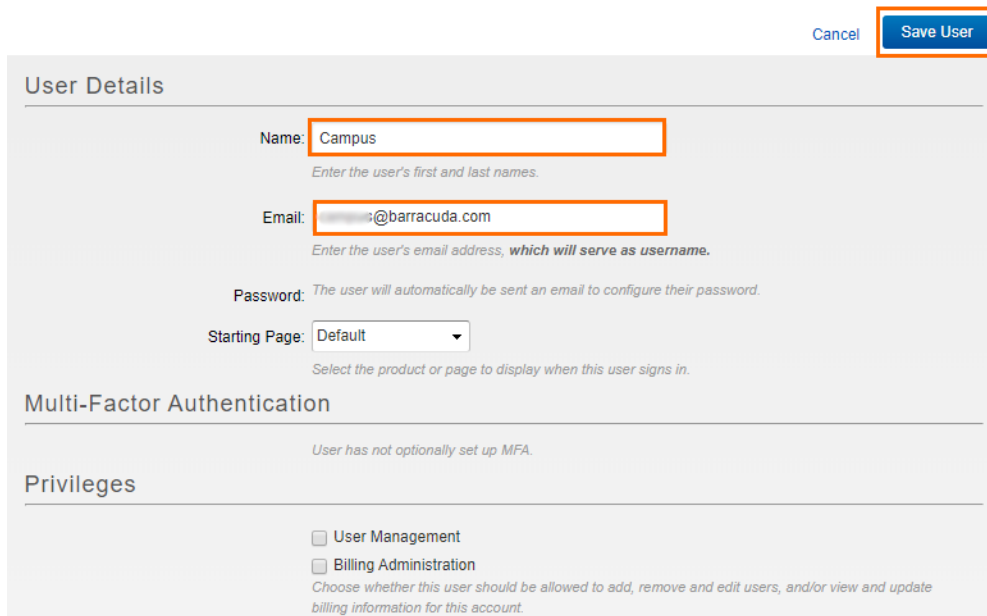


5. Click **Add User** to create an additional user to your existing Cloud Control account.



6. Enter values for the following:

- **Name** – The name of the user you are about to create.
- **Email** – The email address of the new user.

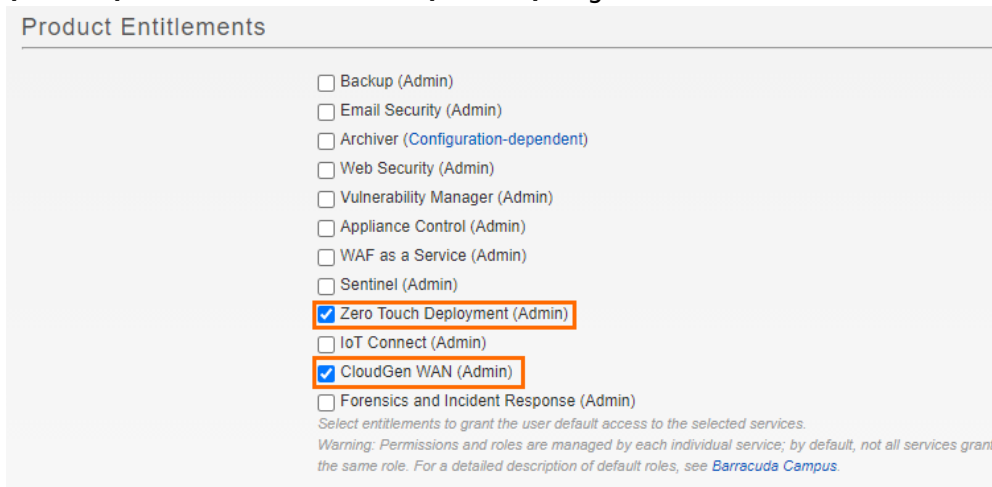


The 'User Details' form is shown with the following fields and options:

- Name:** A text input field containing 'Campus'. Below it is the instruction: 'Enter the user's first and last names.'
- Email:** A text input field containing 'campus@barracuda.com'. Below it is the instruction: 'Enter the user's email address, which will serve as username.'
- Password:** A text input field. Below it is the instruction: 'The user will automatically be sent an email to configure their password.'
- Starting Page:** A dropdown menu set to 'Default'. Below it is the instruction: 'Select the product or page to display when this user signs in.'
- Multi-Factor Authentication:** A section header with the instruction: 'User has not optionally set up MFA.'
- Privileges:** A section header with two checkboxes:
  - ☐ User Management
  - ☐ Billing AdministrationBelow these is the instruction: 'Choose whether this user should be allowed to add, remove and edit users, and/or view and update billing information for this account.'

At the top right of the form are two buttons: 'Cancel' and 'Save User' (which is highlighted with an orange border).

7. In the **Product Entitlements** section, select the check box next to **Zero Touch Deployment (Admin)** and **CloudGen WAN (Admin)** to grant administration access to your account.



The 'Product Entitlements' form shows a list of services with checkboxes:

- ☐ Backup (Admin)
- ☐ Email Security (Admin)
- ☐ Archiver (Configuration-dependent)
- ☐ Web Security (Admin)
- ☐ Vulnerability Manager (Admin)
- ☐ Appliance Control (Admin)
- ☐ WAF as a Service (Admin)
- ☐ Sentinel (Admin)
- ☒ Zero Touch Deployment (Admin)
- ☐ IoT Connect (Admin)
- ☒ CloudGen WAN (Admin)
- ☐ Forensics and Incident Response (Admin)

Below the list is the instruction: 'Select entitlements to grant the user default access to the selected services.' and a warning: 'Warning: Permissions and roles are managed by each individual service; by default, not all services grant the same role. For a detailed description of default roles, see [Barracuda Campus](#).'

8. Click **Save user** to create the user.

9. The user will automatically be sent an email to configure their password.

## Step 2. Set the Password for the New User

1. The new user must log into the email account used in Step 1 and open the hyperlink received in the email from Barracuda Networks to create a password for the new account.

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- The password must not contain a "%" character!

4. Click **Change Password** to save the new password.

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## Figures

1. bcc\_home.png
2. add\_user1.png
3. create.png
4. ztd\_cgw.png
5. mail.png
6. bcc\_pw.png

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